

Writing Bylaws

Contributed by Chris Hampton Edited by Phil Rabinowitz and Jerry Schultz

What are bylaws?

Why should an organization have bylaws?

When should bylaws be written?

How do you write bylaws?

The other officers of the local neighborhood association were growing increasingly angry at Mimi, the treasurer. She had been missing a lot of meetings and several of the organization's bill payments had been made late. Jose, the association's vice president, finally spoke up one night at yet another officers' meeting from which Mimi was missing: "This is getting ridiculous. How many meetings does she have to miss before we can remove her from office?"

Bylaws, if they were written thoroughly, would tell the officers in the neighborhood association exactly how to handle their dilemma.

What are bylaws?

Bylaws are the written rules that control the internal affairs of an organization. Bylaws generally define things like the group's official name, purpose, requirements for membership, officers' titles and responsibilities, how offices are to be assigned, how meetings should be conducted, and how often meetings will be held.

Bylaws also govern the way the group must function as well as the roles and responsibilities of your officers. They are essential in helping an organization map out its purpose and the practical day-to-day details of how it will go about its business. Bylaws serve as the legal guidelines of the organization, and the organization could be challenged in court for its actions if it violates them. For non-profits, at least, they often have to be filed with the Secretary of State of the state in which you're incorporated or registered (see Chapter 43, Section 4: *Understanding Nonprofit Status and Tax Exemption* for more information).

Bylaws are also sometimes mistakenly called standard operating procedures or policies and procedures, but those are really different things, as they tend to govern day -to-day operations and don't have the force of law, which bylaws do.

Why should an organization have bylaws?

Having bylaws can be helpful to almost any type of organization, regardless of size or purpose. Determining exactly how your organization is going to operate and putting that down on paper can help keep things running smoothly, provide the answers to tough questions (like what to do about a difficult officer), save enormous amounts of time and deliberation, help you define your mission, or structure the organization to correspond to that mission.

Having bylaws is necessary if your organization wants to apply for nonprofit status. (See Chapter 43, Section 4: *Understanding Nonprofit Status and Tax Exemption* for more information).

Having bylaws helps keep your organization focused on its intended purpose by specifically defining that purpose.

When should bylaws be written?

If your organization doesn't yet have bylaws, any time can be a good time to write them, but here are a few specific situations in which you should consider writing bylaws:

When your organization is just starting out.

When you feel you need clarification on how officers are elected, the organization's purpose, or other basic matters relating to how your group operates.

When your organization is undergoing a big change in its purpose or the way it is run.

When you want to apply for nonprofit status.

How do you write bylaws?

Before you begin, think a bit about whether you really need bylaws and what purpose they will serve for your organization. For non-profit organizations, bylaws are actually a legal document that the organization is responsible for upholding. For organizations that provide direct service, bylaws usually don't apply to the organization as a whole; instead, they might delineate the board's powers as opposed to those of the Director. Towns work the same way: there are bylaws that specify what people can and can't do (just like state laws), but the various boards often have their own bylaws. So take some time to think about what the bylaws are for - the board? The organization as a whole? Once you have a good idea of the purpose of your bylaws, you can proceed with writing them.

1. Gather examples of the bylaws of similar organizations for reference.

Seeing how other groups like yours have written their bylaws will be immensely helpful. Getting examples from several different groups will let you see a good range of styles and ideas. You shouldn't just copy another group's bylaws and then stick your organization's name in here and there, but other group's bylaws can make a good rough guide.

2. Decide by whom and how the bylaws will be written and approved.

Will it be your board of directors, your officers, your steering committee, or some combination of these groups? Will you approve portions of the bylaws by consensus, or will each part have to be agreed upon unanimously? Before you start, know how you're going to make these decisions, and then choose one person to be in charge of writing up the first draft and making additional changes. If the bylaws are going to be long or complex, you might divide up the writing tasks, with each of two or more people writing particular sections.

3. Write a first draft of your bylaws.

The group that will approve the bylaws should meet at least once to come up with a rough outline for the writer before writing begins. Depending on how much you already know about how your organization is going to operate, the first draft may be easy for one person to complete on his or

her own or it may require you to meet as a group and work together. This is not the time to get into lengthy discussions about the particulars of the bylaws; instead, you should put together enough generally agreed-upon information for the writer to compose a first draft, and leave the specifics for later discussion.

When writing your first draft, you may find that filling in a general bylaws outline (such as the one included in *Tools* at the end of this section) is much easier than writing it from scratch. You can leave blanks on specific things you're not sure about; those can easily be filled in when you meet again as a group.

Below is a list of items that typically appear in bylaws. You may decide to alter this somewhat for your own purposes, so keep in mind that your bylaws don't necessarily have to be arranged in this order or include all of these components, and you may decide to add components of your own.

Article I. Name and purpose of the organization.

There should be no doubt as to the official name of your organization. If there are other names used to refer to your group (shortened versions that are easier to say in casual conversation, for example), you might mention here that your group is also known as these names. The name of the organization is usually indicated in bylaws with the words, "This organization shall be known as?" or "The official name of this organization is?" as seen in the example below.

Clearly defining your group's purpose helps you keep your focus. Will the primary purpose be service, social, political, or something else? Is the organization focused on a single issue, a set of issues, a geographic area, or a specific population?

Example:

From the bylaws of the Baylor University Staff Council (http://www.baylor.edu/staff_council/index.php?id=12604):

ARTICLE I. Name and Purpose

Section 1. The name of this organization shall be the Baylor University Staff Council.

Section 2. The purpose of this organization is to advance the exchange of information within the staff of the University by providing a forum for the expression and exchange of ideas and concerns of the staff at Baylor University.

This may also be a good place to include your vision and mission statements (see Chapter 8, Section 2: *Proclaiming Your Dream: Developing Vision and Mission Statements*).

Article II. Membership.

This explains what the members' rights are, what their limitations are, and what, if any, requirements there are for membership (if membership is open to anyone, say so!). It should also clearly state any required fees, attendance requirements, and any circumstances in which membership can be revoked. If you are going to allow honorary memberships, the particulars about that should be included here as well.

Example:

From the bylaws of the University of Virginia's College at Wise Student Government Association (http://people.uvawise.edu/sga/documents/constitution_html.htm);

ARTICLE II: Membership

Section 1: All persons enrolled for six or more semester hours at The University of Virginia's College at Wise are considered members of the Student Government Association during the time of their enrollment and shall be entitled to all the rights and privileges thereof.

Article III. Officers and decision-making.

In this section of your bylaws, you should explain:

Governing structure: The pecking order in your organization; who reports to whom in terms of the overall governing structure. The bylaws will explain that the director is hired and overseen by the Board, for instance, but won't set out who other staff members report to or what their duties are: that's the province of the Director and the day-to-day operation of the organization.

Officers: Official offices of the group, with their correct titles and required duties specifically outlined, and how long their terms should run.

Procedures for filling and vacating offices: If an office is to be elected, who votes on it and how; if an office is to be appointed, who makes the appointment. Also, what must happen in order to remove someone from office.

Committees: What, if any, standing committees (committees that are ongoing) there will be, how special committees (committees that only exist for the duration of completing a specific task or project) will be formed, how committee chairs will be chosen, and how members will be appointed to those committees.

Decisions: How decisions are to be made and how many members and/or officers are required for quorum (the number that must be present for official business to take place). Amendments: How changes to the bylaws should be made. Usually it requires previous notice (for example, telling members at two consecutive meetings that a bylaw amendment will be voted on at the third meeting, or sending out a postcard to all members telling them that a bylaw amendment will be voted on and when) and a two-thirds majority vote.

Article IV. General, special, and annual meetings.

This part of your bylaws should explain how often meetings are to be held. This doesn't have to be very specific, but it should be clear whether the organization will meet on a regular basis or if it will meet only as needed. The bylaws should explain who has the authority to call meetings and how notice of upcoming meetings must be given to members. You should also describe your meeting procedures (i.e. whether you're going to use Robert's Rules of Order, the prerogatives of the Chair, who gets the floor and how, etc.)

Special meetings should also be covered in this section of the bylaws. Special meetings are sometimes restricted to the board or the officers. This section should explain how special meetings are to be arranged, who has the authority to call a special meeting, what sort of business may be conducted at a special meeting, and who may attend.

Finally, if your organization will be having an annual meeting of any sort, the specifics of how that will work should be included in this part of the bylaws. Annual reports should be covered here as

well - when they'll be delivered, what they'll include, who prepares them, etc.

Example:

From the bylaws of the Producers Guild of America (http://www.producersguild.com/members/constit/)

ARTICLE IV: Meetings of Members

Section 1. Regular Meetings. The Annual Meeting of the members of the Guild shall be held on the first Monday in May in each year in the County of Los Angeles, at such hour and place as the Board may designate, for the purpose of electing Directors and Officers, considering reports of the affairs of this Guild and transacting such business as may be properly brought before the meeting. If, in the opinion of the Board of Directors, the Annual Meeting can not be conveniently held on the first Monday of May, it shall be empowered to call said Meeting on a Monday during wither the month of May or the month of Juneof the same year.

Section 2. Special Meetings. Special meetings of the members of the Guild shall be held whenever called by the Board of Directors, and such special meetings shall also be held within thirty days after being so requested in writing by at least 20 % of the members in good standing, which request shall specify the purpose of such meeting and shall be addressed to the Secretary of the Guild. If upon receipt of any such request the Secretary shall fail to call and give notice of a special meeting, the members requesting shall have the right to fix a time and place for such meeting and give notice thereof in the manner hereinafter specified.

Section 3. Notice Of Meetings. Notice of the time and place of meetings of the members, whether regular meetings or special meetings, shall be sent to each member of the Guild not less than seven, nor more than fourteen days before the date of said meeting. All such notices shall be addressed to the members at the last address registered with the Guild, and shall be given by personal delivery, telegraph or mail, telegraph or postage charges prepaid.

Section 4. Adjourned Meetings And Notice Thereof. Any members meetings, regular or special, may be adjourned from time to time by a vote of the majority of the members present, in person or in proxy, and when any members¹ meeting is so adjourned no notice of adjournment need be given unless the adjournment shall be for a period in excess of thirty (30) days.

Article V. Board of Directors

If your organization has a board, this section should describe what its role is in the group, how many people will be on the board, how long a board member's term will run, how often the board will meet, and how board members will be appointed or selected. It should also designate how many board members must be present for quorum, and how members can be removed from the board.

Example:

From the bylaws of the Federation of American Women's Clubs Overseas (http://www.fawco.org/)

ARTICLE V: Board of Directors

Section 1: Number, selection. The Board of Directors shall consist of the elected officers of the Corporation and the Secretary.

Section 2: Qualifications. At the time of election, all elected Directors must be American members of Regular or Associate member clubs.

Section 3: Vacancies. Any vacancy occurring among the Directors between Biennial Conferences shall be filled in the

following manner:

- a. The office of President shall be assumed by an elected officer only, in the order of First, Second and Third Vice-Presidents.
- b. In the absence or resignation of a Vice-President, the President shall appoint a replacement with the approval of the Board of Directors.
- c. The Assistant Treasurer shall assume the duties of the Treasurer in her absence or resignation.
- d. The appointment of a Secretary and an Assistant Treasurer pro tempore is left to the discretion of the acting President.

Section 4: Powers.

- a. The Corporation shall be governed by the Board of Directors.
- b. The Board of Directors shall have full charge of the property and business of the Corporation, with full power and authority to manage and conduct same, subject to the instructions of the Council.
- c. The Board of Directors shall have the power to remove Officers and Directors for cause, pursuant to the instructions of the Council

Section 5: Meetings. There shall be at least one meeting of the Board of Directors annually.

Section 6: Quorum. Two-thirds of the members of the Board of Directors present or represented by proxy shall constitute a quorum at a Board meeting.

Section 7: Resignations. All resignations shall be made in writing and addressed to the President,

After you have completed your draft of the bylaws, make copies for all the people who will be involved in the process of approving them. If possible, get copies to them in advance of your meeting so they'll have a chance to go over them carefully before meeting.

4. Meet as a group to discuss the proposed bylaws.

Get copies of the proposed bylaws out to the group that's going to edit or go over them well in advance of the meeting so they'll have time to reflect and can have their questions, issues, prospective changes, or concerns ready. This will not only save time, but it will also make it much more likely that errors or ill-considered bylaws will be caught, and that the final version will mirror what everyone really wants.

Get together and go over the bylaws together. You may find this really calls for one person taking charge and reading off the bylaws for approval, or if you have a smaller or more casual group you may take turns reading the articles and sections aloud. Go over each article and section individually for approval, and do so carefully. It may seem tedious, but your bylaws are very important and should be handled with attention to detail.

This is also the time you should consider whether your bylaws are fair and democratic. Does it distribute the power in your organization in a fair way? Does it allow members enough of a voice in how the organization is run? A good list of questions to ask yourself when looking over your bylaws can be found at the following link: http://www.parli.com/newsletter/news697.htm

Take note and discuss any changes, voting when necessary. Depending on how long and how complicated your bylaws are, this may take more than one meeting. When you've worked through and made all the changes, adjourn to have the final draft made.

5. Complete and approve the final draft.

Again, make sure that people get copies ahead of time. If the whole membership has to vote on the bylaws, you need to figure out how that's going to happen, especially if the membership is large. You may find it easiest to send them out a letter explaining the history of the bylaws (who wrote them, what the process was, etc.) and an approve /disapprove form to send back. If you do it this way, there should be a last date to receive the votes, and tallies will be made based on either the whole membership or the number of votes received. Another option would be to designate a meeting at which the bylaws will be voted on and give the membership written notice about the meeting in advance.

Make all the agreed-upon changes to the bylaws and meet again to go over the final draft. When everyone is satisfied that the changes have been made correctly and the bylaws are as they should be, you should vote to approve bylaws. The date that the final draft was approved should appear at the bottom of the bylaws in all future copies.

6. Be sure copies are given to anyone who needs them.

All officers, members of your board, and committee chairs should be given copies of the bylaws. Also, you should either give copies to all members, or make copies easily available to those who want them.

7. Use your bylaws!

So now your new bylaws are in effect - that's wonderful! But they're not worth much if you don't actually use them. If your organization has a parliamentarian - an officer or a consultant who advises the officers and board on parliamentary procedure and generally makes sure that meetings are run smoothly and according to your bylaws - then he or she can help remind people whenever the organization, one of its officers, a board member, or a regular member is doing something contrary to your bylaws.

Otherwise, you will just have to make sure that your officers make an effort to keep the bylaws in mind when doing your organization's business. Be sure that a copy of the bylaws is handy any time that official organization business is being conducted. If there is ever any question about how exactly you should proceed, don't hesitate to consult the bylaws. And if you come upon a situation you didn't think of when writing your bylaws, consider dealing with that in the final step of the bylaw process, which we'll talk about next.

8. Review and amend your bylaws periodically.

Getting together as a group from time to time to go over your bylaws and, if necessary, amend them will insure that your board, officers, and members remain familiar with the bylaws. It also will allow you to gauge whether your bylaws accurately reflect the direction of the organization, whether changes need to be made in the light of events since the bylaws were written, or if any clarifications need to be made.

Bylaw amendments can be suggested at any time, either by anyone, if that's the way you prefer it, or by a group of people (if you use this method, be sure to specify how many people must propose the change), or by any board member whatever specifications work best for your organization. Not matter what, there should be room for those kinds of suggestions whenever there's an issue.

To sum it up

Bylaws can be easy to write and even easier to change if you are well-organized and have a good plan in place for how to go about it. By following a simple outline, just about anyone can write bylaws for a new or existing organization, and having bylaws in place will help eliminate confusion and encourage consistency in the ways your organization is supposed to go about the things you have to do to reach your goals.

We encourage the reproduction of this material but ask that you credit

the Community Tool Box: http://ctb.ku.edu

Resources

Author unknown. Bylaws - the best advice. [Online].

Heimlich, J. E., and Dresbach, S. H. (1998). Written documents for community groups: Bylaws and standard operating procedures. Business Briefs, Vol. 1. [Online]. Available HTTP: http://ohioline.ag.ohio-state.edu/cd-fact/co-bl.html

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Reviewing and Revising By-Laws
Use this checklist to evaluate and discuss rules, policies and procedures to appear in the by-laws.

Rule, Policy, Procedure Statement	Yes	No	Current Wording	Suggested Change
Is the rule or policy necessary?				the state of the s
Does the rule insure equal treatment for all members?				
Is the rule accurate or simply worded?				
Are there provisions to deal with rule violations?				
Does the rule or policy have more than one meaning?				
Can you enforce the rule?				
Is the policy consistent with current City Charter of NPUs?				
Is the policy consistent with current Bylaws of NPUs?				

le, Pölicy, Procedure Statement	Yes	No	Current Wording	Suggested Change
Is the rule or policy necessary?				A. (1971)
Does the rule insure equal treatment for all members?				
Is the rule accurate or simply worded?				
Are there provisions to deal with rule violations?				
Does the rule or policy have more than one meaning?				
Can you enforce the rule?				
Is the policy consistent with current City Charter of NPUs?				
Is the policy consistent with current Bylaws of NPUs?				

Writing Bylaws

Bylaws are written rules that control the internal affairs of an organization

Bylaws determine how an organization operates, by using the force of the law



City Of Atlanta 2010 Neighborhood Planning Unit (NPU) Chair Compliance with Residency Requirement

The Atlanta City Code provides that each NPU Chair must reside within the NPU that he or she represents. In an effort to document NPU compliance with this requirement, the Bureau of Planning requesting each NPU Chair to complete the following information, sign and submit form on or before December 31, 2009

\ddress:		
 Telephone (Home)		
Work)		
Other)		
Email)		
do hereby d	ertify that I reside within the boundaries of this NPU.	

2010 NPU Officers

NPU____

	Vice President	
Name		
1		
Phone	Fax	
Email		
	Secretary	
Name		
Address		8
Phone	Fax	
	<u>Treasurer</u>	
Name		
Address	<u> </u>	
Phone	Fax	
Email		
	<u>Parliamentarian</u>	
Name		1
Address		
Phone	Fax	
Email		

2010 NPU Committee Chairs

NPU____

	Zoning & Land Use	
Name		
1		
Phone	Fax	
Email		
	Public Safety	
Name		
	Fax	
	Environmental	
Name		
Address		
Phone	Fax	
Email		
	Parks/Greenspace	
Name		
Phone	Fax	
Email		

MEETING NOTICE: NEIGHBORHOOD PLANNING UNIT - U

WHEN:

Tuesday, February 11, 2010

IME:

6:30 P.M.

WHERE:

Community Building

68 Trinity Avenue, S.E.

SPONSORS:

NPU-U and the Bureau of Planning

FOR FURTHER INFORMATION CONTACT:

Name, Chair, phone, email

Charletta Wilson Jacks, Director, (404) 330-6145

Wendy Scruggs-Murray, NPU/Citizen Participation Coordinator, (404) 330-6899

Name, Planner, phone, email

AGENDA



- 2. Approval of Agenda
- 3. Planner's Report
- 4. Public Service Reports
 - Atlanta Fire & Rescue
 - -Atlanta Police Department
 - -Other City Operations
 - -Elected & Appointed Officials

Committee Reports

- 6. APAB Report
- 7. Presentation(s)
 - Atlanta Gas Light 2010 Construction Briefings Mickey Wade
- 8. Special Events/Outdoor Festivals
 - ING Georgia Marathon & Half Marathon
- 9. License Review Board

Applicant	Type of Business	Name of Business	Location Address	Request
Chow Baby Howell Mill, LLC	Restaurant	The Real Chow Baby	000 Peachtree Street	Change of Ownership

10. Zoning & Land Use

Board of Zoning Adjustment

January 7, 2010

12:00 P.M.

V-09-189

1600 Johnson Road

Applicant, Stan Pennington, seeks a special exception from zoning regulations to erect a 6.8 ft. privacy fence along the side and rear yard property lines whereas it is other wise restricted.

Zoning Review Board

January 7 or 14, 2010

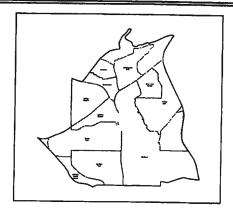
6:00 P.M.

Z-09-045

1187 Hosea Williams Drive

Applicant, Eric J. Warren, seeks to rezone property from R-4A Singe Family Residential to C-1 Community Business.

- .1. Text Amendments, Resolutions and Ordinances (For Information Only- No NPU Vote Required)
- 12. Old/New Business



Parliamentary Procedure

PURPOSE:

To enable an assembly to transact business with speed and efficiency To protect the right of the individual To preserve a spirit of harmony within the group

TEN BASIC RULES

- Organizations rights supersede rights of the individuals
- All members rights are equal
- Must have quorum
- Majority rules
- Silence is consent
- Two thirds vote rule
- One speaker/ one question at a time
- Debatable motions receive full debate
- A question decided typically can't be brought back up in the same meeting
- Personal remarks are out of order

KINDS OF MOTIONS

A. Main motion

A substantive motion. Only one main motion may be before the Assembly at a time. A main motion has the lowest precedence or priority.

B. Subsidiary motion

A motion which has an effect on the main motion but does not itself act as a main motion - a motion to refer to a committee or to table is a subsidiary motion.

C. Appendage motion

A motion which modifies or alters a motion. A motion to amend is an appendage motion. An appendage motion always has precedence over the motion it modifies or alters. An appendage motion always takes it precedence from the motion it modifies, except that it has precedence over that motion. Thus, a motion to amend a main motion has precedence over and must be disposed of before the main motion may be taken up. A motion to amend a motion of very high precedence -- a motion to amend a motion to set the date of the next meeting -- takes the precedence of an just above that motion. Note an appendage motion is really a special instance of a subsidiary motion.

D. Incidental motion

Administrative motions: a motion to recess, or to adjourn, or to fix the date of the next meeting. Usually incidental motions have the highest precedence. An incidental motion has only and indirect (and incidental) effect of another motion.

PARLIAMENTARY PROCEDURE

QUICK REFERENCE CHART

Motion	Applies to the Following Motions	May Interrupt Member Who Has	Mover Must Be Recognized First	Requires a Second	<u>Debatable</u>	Vote Required	May Be Renewed	Motions that May Apply to It
Fix the time of the next meeting	None	No	Yes	Yes	Not when privileged	Majority	Not for the same time	Amend, reconsider
Adjourn	None	No No	Yes	Yes	Not when privileged	Majority (not a quorum)	Yes, after progress	None
Ouestion of privilege	None	Yes, if necessary	°Z.	No	No, but resulting Decided by motion may be Chair		After progress	None, but all may apply to resulting motion
Call for orders of the day	Any order	Yes, for a special order		No	No No	None, but Yes, after 2/3rds vote pending to postpone matter special order disposed of	Yes, after pending matter disposed of	None, except to postpone orders
Rise to a point of order	Any motion or act	Yes	No No	No	No, but appeal is None, unless No debatable appealed	None, unless appealed	No	None, but see appeals
	Any decision of the Chair		No	Yes	No, unless underlying matter is debatable	Majority	No V	To lay on the table, to close debate, to reconsider
Suspend the	Any motion	No	Yes	Yes	No	Usually	No, except	None

rules	where					2/3rds	by unanimous consent	
To create special orders	Main motion No	No	Yes	Yes	Yes	2/3rds	After	All
Motion to Ballot	Any motion that may be voted	Interrupts Chair	No.	Yes (for motion to ballot)	No No	Majority	No No	None
Object to Consideration	Yes	No 0	No	No	No	2/3rds in negative	No	Reconsider
Motion to Table	Main motion, appeals, questions of privilege, reconsider	N ₀	Yes	Yes	o N	Majority	After	None
Motion to take from table	Only a motion that was tabled	No O	Yes	Yes	°Z	Majority	After progress	None
Close or limit debate	Any debatable motion	No	Yes	Yes	o _Z	2/3rds majority	After	Reconsider
Postpone to a certain day	Main motion, questions of privilege, reconsider	SZ.	Yes	Yes	Yes (only as to propriety of postponement)	Majority (unless special order)	After progress	Amend, reconsider, limit or close debate
Refer to a committee	Main motion, questions of	N _o	Yes	Yes	Yes (limited issues)	Majority	After progress	Amend, reconsider, limit or close

	privilege							dohoto
Amend	Main motion, limit debate, refer, postpone definitely, fix time of next meeting	Š	Yes	Yes	Yes	Majority	No	Amend, reconsider, limit or close debate
Postpone Indefinitely	Main motion, question of privilege	N _o	Yes	Yes	Yes	Majority	No	Limit or close debate, reconsider
Reconsider	notion n, ld lay on	Yes, for entry	N _o	Yes	Yes	Majority	o Z	Limit or close debate, lay on the table, postpone indefinitely
Rescind	Main motions, appeals, questions of privilege	No	Yes	Yes	Yes	2/3rds or majority on notice	Not at same session	All

PRINCIPLE RULES GOVERNING MOTIONS

Privileged Motions

Subsidiary Motions

Main Motions

- Adjourn
- Recess
- Question of Privilege
- Postpone Temporarily
- Close Debate
- <u>Limit Debate</u>
- Postpone Definitely
- Refer to Committee
- Amend

- **The Main Motion**
- Specific Main

Motions

Reconsider

Rescind

Resume

Consideration

INCIDENTAL MOTIONS

Motions

- Appeal
- Suspend Rules
- Consider Informally

Requests

- Point of Order
- Parliamentary Inquiry
- Withdraw a Motion
- Division of Question
- Division of Assembly

Motion to Amend

Interrupt Speaker?: NO	Second?: YES
Debatable?: YES, unless applied to an undebatable motion	Amendable?: YES
Vote: MAJORITY, even though the motion to which it applies requires a higher vote	Precedence: Over the main motion
Applies to?: The main motion, to amend, to refer to committee, to postpone definitely, to limit debate, and to recess	Other Motions?: To close debate, to limit debate, and to withdraw

Notes:

- The only motions that may be amended without restriction are the main motion and the motion to amend.
- Four (4) motions are open to restricted amendment: 1) Postpone definitely, 2) limit debate, and 3) to recess may be amended as to time. The motion to refer to committee may be amended as to the details of the selection and composition of the committee as well as the time to report back to the body.
- Amendments must be "germane" to the subject of the pending motion.
- An amendment which would change one type of motion into another is never in order.
- Amendments to the motion are "first rank" amendments.
- Amendments to a pending amendment are "second rank" amendments.
- Amendments of the "third rank" are never in order.
- Only one motion of each rank can be pending at one time.
- It is sometimes better to to reword a motion and propose it as an "amendment by substitution."
- Amendments can be withdrawn by the proposer prior to the chair stating the amendment to the body. Once it has been stated to the body, it can only be withdrawn by vote of the body or general consent.
- if a motion is referred to committee, all adhering pending amendments go with it.

Precedence:

- 1. Adjourn
- 2. Recess
- 3. Question of Privilege
- 4. Postpone Temporarily
- 5. Close Debate
- 6. <u>Limit Debate</u>
- 7. Postpone Definitely
- 8. Refer to Committee

Amend

- a. The Main Motion
- b. Specific Main Motions

Reconsider

Rescind

Resume

Consideration

NDU 3 ACTION ITEMS				Page		of
NPU ACTION ITEMS Please attach NPU agenda		D	ATE			
NPU PLANNER -	NPU CHAII					
CITY STAFF ATTENDING	PLACE O	F				
	MEETING	3:				
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LAND USE APPLICATIONS						
(Rezonings, Special Use Permits, Variances, Subdivisions, CDP Amendme	nts, Package Stores)	NPU		N APPLICA	TION	Conditions
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--- ' ' ' ' NPU - '

Planner

NPU

Chair,

EETING DATE	NPU PLANNER
tach this summary to the NPU (ailbox the day following the NP	CHAIR'S SUMMARY and the NPU AGENDA and drop in the NPt meeting.
ISSUES	SUMMARY OF DISCUSSION
	3
	·

NPU - Planner

Page _____ of _

Date Filed

CITY OF ATLANTA () REAU OF PLANNING NPU-: MEETING ATTENDANCE SHEET

PAGE PAGES

DALE	LOCATION:	PI,ANNER.

PHONE NUMBER STREET ADDRESS CITY AND ZIP CODE NPU VOTING MEMBER? YES/NO RELEVANT AFFILIATION PLEASE PRINT CLEARLY! NAME #

NPO-

YES, I want to receive the monthly NPU agenda by email! To help save postage, please remove me from the U.S. Mailing list.

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BOARD OF ETHICS

John Lewis Jr., Chair MaryAnne F. Gaunt, Vice-Chair Carol Snype Crawford Charles B. Crawford, Jr. Cathy R. Daniels Caroline Johnson Tanner Charmaine Ward

68 MITCHELL STREET SW, SUITE 12130 ATLANTA, GEORGIA 30303-0312 (404) 330-6286 FAX: (404) 658-6077

ETHICS OFFICE Ginny Looney City Ethics Officer glooney@atlantaga.gov

Ethical Guidelines for Neighborhood Planning Unit Officers

The City of Atlanta's Code of Ethics seeks to ensure that governmental decisions are made in the public's best interest by prohibiting city officials from participating in matters that affect their personal or financial interests. By following the standards established in sections 2-801 to 2-824 of the code, officers in the city's neighborhood planning units help the City of Atlanta gain the full trust of its citizens as a government that conducts itself in an open, honest, and fair manner.

Key Ethics Principles Every NPU Officer Needs to Know

- An NPU officer should strive to serve the best interests of the City
- The city's ethics law is aimed at the perception, as well as the reality, that a city official's personal and financial interests may influence a decision
- Having a conflict of interest does not mean that you have done something wrong; it simply means that you have a financial or personal interest that disqualifies you
- Violating the Code of Ethics may lead to monetary fines, public reprimands, and criminal penalties

Persons Affected by the Ethics Code

The Code of Ethics applies to NPU officers. The bylaws of each NPU establish the officers of that NPU, and they are the officials subject to the ethics code, with one exception. In order to establish a uniform, city-wide rule on financial disclosure, the Board of Ethics has interpreted "officers of neighborhood planning units," for purposes of filing an annual financial disclosure statement, as the chair, president, or presiding officer and the first vice chair, vice president, or alternate presiding officer.

Example: Officer A is elected as vice chair of her NPU in 2006, after serving as secretary in 2005. She is covered by the Code of Ethics in 2005 and 2006 as an NPU officer and is required to file an annual financial disclosure statement in 2006 while serving as vice chair.

Conflicts of Interest. A conflict of interest occurs when a city official has a financial or personal interest in a decision pending before the individual or the NPU.

Example: An NPU secretary is a real estate agent who has been retained as a sales agent by a property owner. The property owner appears at an NPU meeting to seek support for a rezoning. The NPU secretary has a financial interest in the zoning matter based on her sales contract with the property owner.

Remedies for Conflicts.

- 1. **Disqualification.** When a conflict of interest is based on a direct financial interest, the NPU officer is disqualified from participating in the matter. The officer must:
 - a. refrain from discussing, deliberating, voting, or participating in the matter
 - b. disclose the financial interest orally at the meeting where the matter is discussed
 - c. have the disclosure made a part of the NPU's minutes and
 - d. complete the online Disclosure of Conflicts of Interest form at https://apps.atlantaga.gov/efile

Example: The NPU secretary retained as the property owner's agent should announce at the meeting that she is disqualified from participating based on her contract with the zoning applicant, note her recusal in the NPU's minutes, and effle the Disclosure of Conflicts of Interest form.

2. Disclosure. Most NPU officers have at least an indirect financial interest in matters pending before their NPU concerning applications for liquor licenses, rezoning, and special use exceptions because any decision may affect property values in the neighborhood. If NPU officers were disqualified from voting on matters based on this type of financial interest, it could discourage members from serving as officers. If both officers and members were disqualified from participating, it could result in disenfranchising a majority of the members present at a meeting.

Example: An NPU vice chair owns property in a block where a developer has filed an application for a proposed subdivision. Although the vice chair has an indirect financial interest, this interest is too general, remote, and widespread to create a conflict that disqualifies him from voting on the subdivision proposal.

One remedy for indirect financial interests, such as the vice chair's interest in the subdivision rezoning request, is to require public disclosure of any financial or personal interest by any person participating or voting at the meeting. This rule puts every participant on notice about the personal interests of the speaker without disenfranchising officers or members whose property may be affected.

Example: NPU-One requires speakers to verbally disclose any personal or financial interest at the meeting and bans individuals from speaking if they fail to disclose their interests.

3. NPU Policies. Because the Code of Ethics establishes minimum standards, NPUs may choose to establish a higher standard for dealing with conflicts of interest, such as disqualifying from voting any NPU member with a financial interest or requiring verbal disclosure of personal interests by any speaker or voter.

Example: NPU-B has adopted a detailed provision in its bylaws on conflicts of interest and abstentions that applies to every board member.

Annual Financial Disclosure. The purpose of financial disclosure is to alert city officials about personal interests that could potentially affect their public decisions and enable the public to review those financial interests for actual and potential conflicts of interest. NPU

chairs and vice chairs are required to file an annual financial disclosure statement every year that they serve and the year after they leave public service. They must disclose their employment, sources of income, assets of real property, and any employment of immediate family members with the City.

Example: Officer A is elected NPU chair in 2006 and serves one term. She must file a financial disclosure statement in 2006 and in 2007, the year after she leaves city service.

Ban on Gratuities. NPU officers may not accept anything of value from a prohibited source.

Prohibited sources. A prohibited source is a person or entity that seeks official action from the city, seeks to do or is doing business with the City, represents a client seeking official action or business, is a registered lobbyist under state law, or has interests that may be substantially affected by the NPU officer's performance of his or her official duties.

Example: A neighborhood civic association is a prohibited source because it seeks official action from the City.

Example: A homeowner who seeks a building permit is a prohibited source towards the city employees who decide whether to grant the permit because the citizen has interests that may be substantially affected by how the employees perform their official duties.

Exceptions to Gift Ban. NPU officers may not accept any gift from a prohibited source unless the gift falls within an exception. The main exceptions are:

- awards, plaques, certificates, mementos, novelties, or similar items given in recognition of public service
- reasonable meals and refreshments furnished at a public event in which the officer appears in an official capacity
- hospitality extended for a social or business purpose unrelated to the city's official business
- travel and registration fees related to attending a conference in an official capacity
- gifts accepted on behalf of the City

Use of City Property. NPU officers may not use city property, equipment, labor, or services for their own personal use or for the private advantage of any other person, unless the general public may use the property in the same way.

Example: An NPU officer may reserve a city facility for an NPU meeting on the same terms as other city agencies, but must pay the normal fee charged the general public when reserving the facility on behalf of a civic organization or church group.

Example: NPU mailing lists may not be used for political campaigns or other purposes unrelated to official city business.

Solicitations. An NPU officer may not request or accept anything of value that is intended to influence a decision or the performance of official duties. Gifts given to the NPU or other city agency as a result of a solicitation must be publicly disclosed on an online report form at https://apps.atlantaga.gov/efile. Solicitations on behalf of the NPU should comply with the following guidelines:

- The official or employee must solicit in an official capacity
- The solicitation must be made for a city purpose, project, or program
- The fund-raising campaign should make a broad public appeal for support
- The solicitation should not target prohibited sources
- The gift must be given to the City of Atlanta or one of its agencies
- The gift must be publicly disclosed on an online gift report form
- The gift cannot be calculated to influence any vote, decision, or official action

Example: The NPU is sponsoring a Senior Citizens' Day. NPU officers may solicit donations from area businesses, including prohibited sources, to give away as door prizes to persons attending the event, but must efile a Gift to the City Report disclosing the gifts.

Contract Decisions. An NPU officer may not participate directly or indirectly in any contract or subcontract in which the official, an immediate family member, an employer, or a prospective employer has a financial or personal interest.

Doing Business with the City. NPU officers may not do business with their NPU either personally or through an entity in which they own stock, are employed, or have an ownership interest unless the business is conducted through a sealed competitive bid process.

Representing Private Interests. NPU officers may not appear on behalf of private interests before any city agency, except as a matter of public record in a court of law, and may not represent private interests before the courts in actions in conflict with the city's interests or involving the City as a party.

Example: An NPU chair may not be paid to represent a developer before the Zoning Review Board or in a lawsuit that the developer files against the City of Atlanta.

Post-City Service Restrictions. After leaving city service, an NPU officer may not appear before any city agency on behalf of private interests for one year. In addition, NPU officers may not receive compensation for services in connection with any matter in which they were directly concerned, personally participated, actively considered, or acquired knowledge while serving as an NPU officer and must file a financial disclosure statement in the year after they leave city service.

Example: An NPU officer may not, for a year after leaving the position, appear before the Department of Planning and Community Development to expedite building permits on behalf of clients.

City Employees Serving as NPU Officers. City employees may serve as NPU officers and delegates to the Atlanta Planning Advisory Board and may appear before their NPU in a personal capacity as a homeowner, city resident, or neighborhood representative.

This guide provides a summary of key provisions in the Code of Ethics that apply to NPU officers. It is not a comprehensive description of all the ethical standards, which are found in sections 2-801 to 2-824 of the Code of Ordinances, and is not intended as a guide in any specific situation. For questions about how these rules apply to you in a particular situation, contact the Ethics Office at ethicsofficer@atlantaga.gov or 404.330.6286.

10/10/2006

Licenses and Permits Unit or the license review board to investigate compliance with the provisions of this chapter.

- (c) All applicants shall furnish all data, information and records requested of them in writing by the license review board or the department of police, and failure to furnish this data, information and records within 30 days from the date of the request shall automatically dismiss, with prejudice, the application provided however the license review board may extend the time to respond for good cause shown. Applicants, by filing an application, agree to produce for oral interrogation any person requested by the license review board, the department of police or the city attorney and considered as being important in the ascertainment of the facts relative to the license. The failure to produce the person within 30 days after being requested to do so shall result in the automatic dismissal of the application provided however the license review board may extend the time to respond for good cause shown.
- (d) Upon receipt of an application, the licenses and permits unit shall make a copy of section 1 of the application and provide the copy and a blank NPU Report Form to the applicant. Within five business days, the applicant shall take the copy of section 1 of the application and the blank NPU report form to the commissioner of the department of planning and community development DPCD or his designee for assignment to the appropriate NPU.
- (e) The DPCD shall provide the applicant with a "notice to appear" before the NPU in which the proposed licensed establishment is located. The DPCD shall determine the date of the next regularly scheduled meeting at which it is possible for the applicant to appear, shall schedule the appearance on that date and shall include that information and the contact telephone numbers for the representatives designated by the NPU to handle liquor license applications on the notice to appear.

The application shall be afforded the opportunity to appear before the NPU within 60 days from the date the applicant receives the notice to appear from the DPCD. The date of the notice to appear shall not be included in the 60-day calculation. A copy of the notice to appear shall be forwarded by DPCD to the NPU designee along with a copy of section 1 of the application and a blank NPU report form. The applicant and the NPU may mutually agree to hold the hearing outside the above-described 60-day time period. Should the NPU fail to hold the hearing for the applicant within the above described 60-day time period or on the date mutually agreed to by the applicant and the NPU, the form upon which the NPU provides its recommendation and comments shall indicate "no recommendation" by the NPU and shall immediately be executed and forwarded by the NPU to the DPCD as set forth in section 10-48(f)(5) upon the expiration of the above described 60-day time period or the date for the applicant's hearing mutually agreed to by the applicant and NPU.

- (f) All applicants for licenses to sell alcohol shall abide by the following regulations pertaining to appearances before the appropriate NPU:
 - (1) The applicant shall appear before the appropriate NPU on the scheduled date set forth in the notice to appear. At such meeting, the applicant shall be prepared to respond, to the best of his ability, to any questions regarding section 1 of the application. The applicant shall provide, to the best of his ability, any additional relevant information about the proposed licensed establishment, which the NPU members want to know.
 - (2) If the applicant fails to appear at the NPU meeting on the scheduled set forth in the notice to appear, the applicant shall be required to request from the DPCD a new date on which the applicant shall appear before the NPU and a new notice to appear. The NPU shall submit its original NPU Report Form to DPCD indicating that the applicant failed to appear by checking that box on the form. Once the DPCD schedules a new date for the applicant to appear, the DPCD shall send to the NPU designee a new notice to appear and a new NPU report form.
 - (3) After the applicant appears before the NPU, the NPU shall provide its recommendation to the DPCD in writing on the form to be provided by the DPCD. The form shall contain the following information:

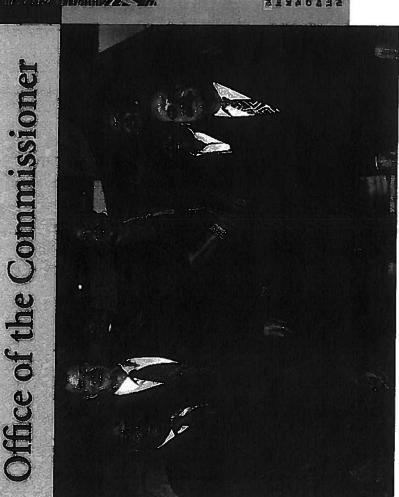
- a. The name and address of the proposed licensed business;
- b. The name and address of the owner of the proposed licensed business;
- c. The name of the agent/licensee of the proposed licensed business;
- d. The date the applicant appeared before the NPU;
- e. The comments of the NPU as set forth in section 10-48(f)(4); and
- f. Whether the NPU:
 - Recommends that the license be approved;
 - 2. Recommends that the license be denied; or
 - 3. Provides no recommendation.
- (4) In making its recommendation, the NPU shall consider and provide comments regarding any information contained in section 1 of the application and any additional information the applicant provides at the NPU meeting. The NPU shall specifically note any information not found within the application but provided at the meeting and relied upon by the NPU in making its recommendation.
- (5) The form upon which the NPU provides its recommendation and comments shall be signed by the chairperson of the NPU, or his designee. The NPU shall have five days from the date on which the applicant appears before the NPU to submit the written, signed recommendation form to DPCD and to provide a copy to the applicant. The date of the NPU meeting shall not be included in the five-day calculation. The form upon which the NPU provides its recommendation and comments shall be signed by the commissioner of the DPCD, or his designee within three days after its receipt from the NPU. Such signatures shall confirm the accuracy of the NPU recommendation. The original signed form shall be sent by the commissioner of the DPCD or his designee to the Atlanta Police Department's Licenses and Permits Unit and a copy thereof shall be maintained in the DPCD.
- (6) The license review board shall not hear any application for a license to sell alcohol if the signed form verifying the applicant's attendance before the NPU, or indicating that the NPU has no recommendation as to the applicant, has not been submitted to the licenses and permits unit.
- (7) Any application for a license to sell alcohol that receives a recommendation from the NPU that the license be denied shall be listed on the license review board agenda for the date of the hearing on that application as, "PRESENTED WITH NPU RECOMMENDATION FOR DENIAL."
- (8) The commander of the licenses and permits unit, or his designee, shall notify the commissioner of the DPCD, or his designee, of the date, time and place of the license review board hearing scheduled for each application. Within three days after the commissioner of the DPCD, or his designee, receives such information, he shall notify the appropriate city councilmembers (district and at-large) and the designated representative of the NPU of the date, time, and place of the hearing before the license review board. Such notification shall also include the name of the applicant and the address of the proposed business.
- (g) Within 48 hours of the receipt of each new application for a liquor license, the licenses and permits unit of the police department shall forward a copy of section 1 of the application to the councilmember who represents the district within which the applicant proposes to sell alcohol and to all at-large councilmembers.
- (h) In addition to the above requirements, an applicant for a new or renewal license to sell

alcoholic beverages as a private club, as defined in section 10-1, shall submit the names, addresses, and telephone numbers of each of its officers and directors of the private club, and of any other person(s) who will manage, operate, direct, supervise or otherwise have any control over the day to day operations of the private club, including the sale of alcoholic beverages. Such information shall be submitted to the licenses and permits unit on a quarterly basis by the first day of each of the following months: January, April, July, and October. Furthermore, the applicant must submit the minutes of any meeting held during the prior 12 months at which time the salary of any member, director, officer, agent, or employee of the corporation has been set. The private club must also provide proof of its tax exempt status under section 501(c) of the Internal Revenue Code. The failure of the applicant to submit the information set forth herein shall be grounds for denial, suspension, revocation of the license and/or the implementation of a fine of up to \$1,000.00.

(i) A person desiring to obtain a license to sell alcoholic beverages in a leased location within a licensed premises, shall, in addition to the application required hereinabove, provide additional sworn application forms and the required application fees for each proposed leased location. The prospective lessees shall in all other respects comply with this code section. In the event a licensee shall seek to change, substitute or add a leased location within the licensed premises, then before alcohol sales can continue or commence, the individuals in control of the proposed leased locations must comply with the provisions of this code section. No applicant or licensee may allow sales of alcoholic beverages at a leased location within a licensed premise without compliance with this section and all other applicable provisions of this chapter.

(Code 1977, § 14-2032; Ord. No. 1997-45, §§ 1, 2, 8-25-97; Ord. No. 1999-64, § 1, 9-16-99; Ord. No. 1999-82, § 2, 10-12-99; Ord. No. 2001-26, § 2, 3-27-01; Ord. No. 2001-44, §§ 1--5, 6-8-01; Ord. No. 2002-89, § 1, 12-10-02; Ord. No. 2004-69, § 1, 10-8-04)

Office of the Commissioner



The Office of the Commissioner provides feadurasing policy direction, and centralised staff support for the Bureaus of Planning, Buildings, and Frousing and Code Enforcement. Support services include administration, budget, personnel management, public information, legislative liaben, policy cellaboration and coapelination and technical support and worldback functions.

CITY OF ATLANTA DEPARTMENT OF PLANNING COMMUNITY DEVELOPMENT

NOTICE TO APPEAR

Applicants for liquor licenses are required to appear before the appropriate NPU for which the proposed establishment is located (subject to the NPU conditions/terms). The applicant is to provide the NPU with information regarding the application, including the type of license requested, the hours of operation of the proposed business, the type of security that will be maintained by the proposed business, the type of business to be conducted, and the type of parking that will be available to patrons of the proposed business. The applicant shall provide to the best of their ability any additional information about the proposed license establishment as requested by the NPU.

You are scheduled to appear before

NPU

Meeting Time

Meeting Location Name

Meeting Location Address

Contact Name

Contact E-Mail Address

Contact Phone Number

Please contact the person listed above within two days of filing this application with the Bureau of Planning to ensure that your application is placed on the agenda for the next Neighborhood Planning Unit Meeting. If you are unable to reach the contact person, please call Wendy Scruggs-Murray, NPU/Citizen Participation Coordinator, at (404) 330-6145.

Sincerely,



Notice To Appear Neighborhood Planning Unit (NPU)

Liquor License Checklist

Applicants,

Please provide a one page handout with the following information to be distributed when you make your presentation:

1) Type of Business (i.e. Restaurant, Nightclub, Bar, Store)

2) Is this a:

New Business

Change of Agent

Change of Ownership Change of Licensee

3) License is for:

Liquor

Beer

Wine

All of the above

- 4) Hours of Operation (Days/Times)
- 5) Parking Availability
- 6) On-site Property Management (i.e. trash, loading, etc.)
- 7) Security On Site
- 8) Management's Related Professional Experience

CITY	OF	ATLANTA	POLICE	DEP	MTRA	ENT	
APPL	.ICA	TION FOR	LICENS	E TO	SELL	ALCOHOLIC	BEVERAGES

PAGE 14

NEIGHBORHOOD PLANNING UNIT (NPU) _____ REPORT TO LICENSE REVIEW BOARD

It is the responsibility of the applicant to present Section 1 of his/her application for a license to sell alcoholic beverages before the appropriate NPU. (Subject to the NPU Conditions/Terms). The applicant must first come to the Bureau of Planning, 55 Trinity Ave, Suite 3350 to file a copy of Section 1 of the application and to obtain a "Notice to Appear" indicating a date for the applicant's appearance at the NPU. Failure by the applicant to attend the NPU meeting on the assigned date will result in the non-acceptance of the application by the License & Permit Unit.

Application Date:	ate will result in the non-acceptance of th	e application by the License & Permit Unit.
Name of Applicant	Proposes to operate a (n	n) <u>Circle:</u>
Type of Business		New Business
1) pt or second		Change of Ownership
Name of Business		Change of Agent
		Change of Licensee
Address of Business	City, State, Zip	Other
Address of Applicant	City, State, Zip	
Applicant Telephone Number TO: Chief of Police Attention - License & 1		none Number (Other) NPU Date
This is to advise that Agent/I above meeting date to obtain Applicant Did Not Appear	Licenseen a license at the above listed location.	appeared before our NPU meeting on the
NPU Recommendation: App	proved 🗆 Denied 🗆	No Recommendation
COMMENTS:	5.	
Date	Ŋ	NPU Chairperson or Designated Representative
Date		Commissioner, DPCD or Designee
	FOR LICENSE & PERMITS U	JSE ONLY
License Review Board Hearing	g <u> </u>	DPCD notified: Yes No-QP

CITY OF ATLANTA DEPARTMENT OF PLANNING COMMUNITY DEVELOPMENT

NOTICE TO APPEAR

Applicants for special events/outdoor festivals are asked to make a courtesy appearance before the appropriate NPU for which the proposed event is located. The applicant is to provide the NPU with a copy of the application, including site and security plans. The applicant shall provide to the best of their ability any additional information about the proposed event as requested by the NPU.

You are scheduled to appear before

NPU

Meeting Time

Meeting Location Name

Meeting Location Address

Contact Name

Contact E-Mail Address

Contact Phone Number

Please contact the person listed above within two days of filing this application with the Bureau of Planning to ensure that your application is placed on the agenda for the next Neighborhood Planning Unit Meeting. If you are unable to r each the contact person, please call Wendy Scruggs-Murray, Neighborhood Planning Unit Coordinator, at (404) 330-6899

Sincerely,



Notice To Appear Neighborhood Planning Unit (NPU)

Special Events Checklist

Applicants, Please provide a one page handout with the following information to be distributed when you make your presentation:

- 1) Event description
- 2) Date/times of event
- 3) Possible Street Closures (hours and locations of closures)
- 4) Expected changes to traffic flow patterns
- 5) Trash and cleanup procedures
- 6) Expected number of attendees (including peak times)



City of Atlanta Office of Special Events (OSE) Neighborhood Planning Unit (NPU) Review Form

Name of the Festival/Event:	
Festival/Event Organizer:	
First Time Festival: Yes No	
Festival Date(s) and Hours:	2.3
Location of Festival:	
NPU NPU Meeting Date	
NPU Response: Support Non-Support	
NPU Comments/Concerns (Please use additional page if need	led.)
NPU Chair or Designee Date	7.8

Please return this form by fax, or mail delivery to:

Wendy Scruggs-Murray
NPU / Citizen Participation Coordinator
Bureau of Planning
55 Trinity Avenue, S.W., Suite 3350
Atlanta, GA 30303
wscruggs@atlantaga.gov
404.225.5799 - Fax
404.330.6899

Commissioner, DPCD or Designee	Date
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MEMORANDUM

SUBJECT: POLITICAL CAMPAIGNING AT NPU MEETINGS

- A. The City of Atlanta Code of Ordinances Section 6-3019 states
 "Neighborhood Planning Unit meetings shall not be used for political forums or campaigning for city, county, state or federal elections."
- B. The State of Georgia Code. Section 21-2-414, describes campaigning as "...soliciting votes in any manner or by any means or method...distribute any campaign literature, newspaper, booklet, pamphlet, card, sign, or any other written or printed matter of any kind..."
- C. Fulton County Registration and Elections Department considers <u>T-shirts</u>, <u>hats</u> and <u>buttons</u> as items that constitute "written or printed matter of any kind".

Therefore, in order to meet the City's prohibition against using NPUs politically, APAB advises the following

Do not allow candidates or campaign workers to distribute any campaign literature, newspaper, booklet, pamphlet, card, sign, or any other written or printed matter of any kind in the room where the NPU meeting is held. This includes the wearing of t-shirts, hats and buttons.

Do not allow	\prime solicitation of vote	es in the re	oom where the NPU meet	ing is held l	by any	me	ans
or method.	This includes "my	names is	and I am running	for		or "	my
name is	and I work for _		, who is a candidate for		"		•

PLEASE NOTE: This is not a legal opinion or a mandatory edict. This is simply advice to help NPU leadership meet the rules under which the NPU system was established.